

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. BACKGROUND

1. Name of proposed project, if applicable:
Code Text Amendments to modify Monroe City Code Chapter 18.88 – Commute Trip Reduction (CTR) – Project number CA2016-05
2. Name of applicant:
City of Monroe, WA
3. Address and phone number of applicant and contact person:
**Shana Restall, Senior Planner
City of Monroe
806 West Main Street, Monroe, WA 98272
(360) 863-4608**
4. Date checklist prepared:
October 25, 2016
5. Agency requesting checklist:
City of Monroe
6. Proposed timing or schedule (including phasing, if applicable):
Code amendments are proposed to Monroe Municipal Code (MMC) Chapter 18.88 – Commute Trip Reduction (CTR). Code amendments require a public hearing before the Planning Commission and final approval by the City Council. The public hearing before the Planning Commission is tentatively scheduled for no earlier than November 28, 2016. City Council consideration is dependent upon the Planning Commission's timeline for

holding a public hearing and crafting a recommendation. The first reading of the ordinance in front of the City Council is tentatively scheduled for no earlier than December 6, 2016. The second reading in front of the Council and potential adoption is anticipated to be held no earlier than December 13, 2016.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

The state requires CTR Plans be updated every four years per WAC 468-63-040(e).

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None known

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

There are presently applications pending for SEPA review and a code amendment.

10. List any government approvals or permits that will be needed for your proposal, if known.

Code amendments require a public hearing before the Planning Commission and two subsequent readings by the City Council. The public hearing before the Planning Commission is scheduled for no earlier than November 28, 2016. The first reading of the ordinance in front of the City Council is scheduled for no earlier than November 6, 2016. The second reading in front of the Council and potential adoption is anticipated to be held no earlier than November 13, 2016. If the Monroe City Council approves the proposed amendments and adopts them by ordinance, the 2017 City of Monroe CTR Plan will be reviewed by the Puget Sound Regional Council, the WSDOT CTR program, and the WA State Commute Trip Reduction Board.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The proposed non-project action amends Chapter 18.88, Commute Trip Reduction (CTR), of the Monroe Municipal Code (MMC). In 2006, the Washington State legislature passed the Commute Trip Reduction Efficiency Act. The proposed amendments will update Monroe Municipal Code Chapter 18.88 (Commute Trip Reduction) for compliance with new CTR requirements. The proposed amendments, which will adopt the 2017 City of Monroe CTR Plan by reference, includes significant changes to definitions, establishes new mandatory program elements for employers, makes language in the CTR regulations consistent with that used in state law, and adopts revised time lines for major employers to survey and complete CTR programs.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The proposed non-project action affects the entire City of Monroe. The proposed regulations would apply to major employers located throughout the City of Monroe. The City of Monroe is located in Snohomish County, Washington approximately 14 miles east of the City of Everett on US-2, and 22 miles north of the City of Seattle on State Route 522.

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site:

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

Not applicable. This is a non-project action.

- b. What is the steepest slope on the site (approximate percent slope)?

Not applicable. This is a non-project action.

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Not applicable. This is a non-project action.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Not applicable. This is a non-project action.

- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Not applicable. This is a non-project action.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

Not applicable. This is a non-project action.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Not applicable. This is a non-project action.

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Not applicable. This is a non-project action.

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Not applicable. This is a non-project action.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Not applicable. This is a non-project action.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

Not applicable. This is a non-project action.

3. Water

- a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Not applicable. This is a non-project action.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Not applicable. This is a non-project action.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not applicable. This is a non-project action.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Not applicable. This is a non-project action.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Not applicable. This is a non-project action.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Not applicable. This is a non-project action.

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

Not applicable. This is a non-project action.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not applicable. This is a non-project action.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Not applicable. This is a non-project action.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

Not applicable. This is a non-project action.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

Not applicable. This is a non-project action.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Not applicable. This is a non-project action.

4. Plants

a. Check the types of vegetation found on the site:

- ___deciduous tree: alder, maple, aspen, other
___evergreen tree: fir, cedar, pine, other
___shrubs
___grass
___pasture
___crop or grain
___Orchards, vineyards or other permanent crops.
___wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
___water plants: water lily, eelgrass, milfoil, other
___other types of vegetation

Not applicable. This is a non-project action.

b. What kind and amount of vegetation will be removed or altered?

Not applicable. This is a non-project action.

c. List threatened and endangered species known to be on or near the site.

Not applicable. This is a non-project action.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Not applicable. This is a non-project action.

e. List all noxious weeds and invasive species known to be on or near the site.

Not applicable. This is a non-project action.

5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

birds: hawk, heron, eagle, songbirds, other:
mammals: deer, bear, elk, beaver, other:
fish: bass, salmon, trout, herring, shellfish, other _____

Not applicable. This is a non-project action.

- b. List any threatened and endangered species known to be on or near the site.

Not applicable. This is a non-project action.

- c. Is the site part of a migration route? If so, explain.

Not applicable. This is a non-project action.

- d. Proposed measures to preserve or enhance wildlife, if any:

Not applicable. This is a non-project action.

- e. List any invasive animal species known to be on or near the site.

Not applicable. This is a non-project action.

6. Energy and Natural Resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Not applicable. This is a non-project action.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

Not applicable. This is a non-project action.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Not applicable. This is a non-project action.

7. Environmental Health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.

Not applicable. This is a non-project action.

- 1) Describe any known or possible contamination at the site from present or past uses.

Not applicable. This is a non-project action.

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

Not applicable. This is a non-project action.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

Not applicable. This is a non-project action.

- 4) Describe special emergency services that might be required.

Not applicable. This is a non-project action.

- 5) Proposed measures to reduce or control environmental health hazards, if any:

Not applicable. This is a non-project action.

- b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Not applicable. This is a non-project action.

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Not applicable. This is a non-project action.

- 3) Proposed measures to reduce or control noise impacts, if any:
Not applicable. This is a non-project action.

8. Land and Shoreline Use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.
Not applicable. This is a non-project action.
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?
Not applicable. This is a non-project action.
- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:
Not applicable. This is a non-project action.
- c. Describe any structures on the site.
Not applicable. This is a non-project action.
- d. Will any structures be demolished? If so, what?
Not applicable. This is a non-project action.
- e. What is the current zoning classification of the site?
Not applicable. This is a non-project action.
- f. What is the current comprehensive plan designation of the site?
Not applicable. This is a non-project action.
- g. If applicable, what is the current shoreline master program designation of the site?
Not applicable. This is a non-project action.
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.
Not applicable. This is a non-project action.
- i. Approximately how many people would reside or work in the completed project?
Not applicable. This is a non-project action.
- j. Approximately how many people would the completed project displace?
Not applicable. This is a non-project action.
- k. Proposed measures to avoid or reduce displacement impacts, if any:
Not applicable. This is a non-project action.
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:
Not applicable. This is a non-project action.
- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:
Not applicable. This is a non-project action.

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
Not applicable. This is a non-project action.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
Not applicable. This is a non-project action.
- c. Proposed measures to reduce or control housing impacts, if any:
Not applicable. This is a non-project action.

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
Not applicable. This is a non-project action.
- b. What views in the immediate vicinity would be altered or obstructed?
Not applicable. This is a non-project action.
- c. Proposed measures to reduce or control aesthetic impacts, if any:
Not applicable. This is a non-project action.

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
Not applicable. This is a non-project action.
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
Not applicable. This is a non-project action.
- c. What existing off-site sources of light or glare may affect your proposal?
Not applicable. This is a non-project action.
- d. Proposed measures to reduce or control light and glare impacts, if any:
Not applicable. This is a non-project action.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?
Not applicable. This is a non-project action.
- b. Would the proposed project displace any existing recreational uses? If so, describe.
Not applicable. This is a non-project action.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:
Not applicable. This is a non-project action.

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.
Not applicable. This is a non-project action.
- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.
Not applicable. This is a non-project action.
- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.
Not applicable. This is a non-project action.
- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.
Not applicable. This is a non-project action.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.
Not applicable. This is a non-project action.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?
Not applicable. This is a non-project action.
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?
Not applicable. This is a non-project action.
- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).
Not applicable. This is a non-project action.
- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.
Not applicable. This is a non-project action.
- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?
Not applicable. This is a non-project action.
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.
Not applicable. This is a non-project action.
- h. Proposed measures to reduce or control transportation impacts, if any:
Not applicable. This is a non-project action.

15. Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.
Not applicable. This is a non-project action.
- b. Proposed measures to reduce or control direct impacts on public services, if any.
Not applicable. This is a non-project action.

16. Utilities

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other _____
Not applicable. This is a non-project action.
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.
Not applicable. This is a non-project action.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: Shana Restall

Name of signee: Shana Restall, Senior Planner

Position and Agency/Organization: City of Monroe Community Development Department

Date Submitted: October 25, 2016

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The proposed amendments to the Commute Trip Reduction (CTR) regulations in the Monroe Municipal Code will not increase discharge to water, emissions to air, produce, store or release toxic or hazardous substances. The amendments include adoption of the 2017 City of Monroe Commute Trip Reduction Plan and various amendments to Monroe Municipal Code (MMC) Chapter 18.88 (Commute Trip Reduction). Adoption of the proposed amendments should reduce the amount of emissions released into the air by updating the existing requirements of the CTR regulations.

Proposed measures to avoid or reduce such increases are:

None. As stated above, the proposed amendments should actually decrease emissions released into the air by revising the goal targets, increasing the minimum requirements for major employer's ETCs, and providing additional tools for major employers to use to meet the minimum reduction targets and/or good faith effort.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposed amendments will not have any greater impact on plants, animals, fish or marine life than other land use regulations adopted in Title 18 (Zoning) of the Monroe Municipal Code. The proposed amendments affect the programs that major employers are required to implement for the reduction of single-occupancy vehicle trips used by employers getting to and from work.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

None. The City of Monroe already requires all development and land use activities to comply with the city's critical areas regulations, which protect plants and animals through required setbacks from sensitive areas.

3. How would the proposal be likely to deplete energy or natural resources?

N/A – the proposed amendments to the CTR regulations are a non-project action. One of the goals of the CTR Efficiency Act, which these regulations implement, is the reduction on the dependency of fossil fuels.

Proposed measures to protect or conserve energy and natural resources are:

N/A – the proposed amendments to the CTR regulations are a non-project action. The city already requires new development to comply with the Washington State Energy Code and the proposed amendments require major employers to implement programs that encourage their employees to use commuting modes alternative to the single-occupancy vehicle. Alternative commuting modes include mass transit, carpools, vanpools, walking, biking, condensed work week (such as four 10 hour days), and teleworking.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposed amendments will not affect environmentally sensitive areas. The City of Monroe requires all development proposals within the city comply with the city's adopted critical areas regulations, Shoreline Master Program, and other regulations that protect sensitive areas. The proposed amendments relate to the implementation of the CTR Efficiency Act, which is a program to reduce air pollution, traffic congestion, and the reliance on fossil fuels through employer based programs.

Proposed measures to protect such resources or to avoid or reduce impacts are:

None. As stated above, the city already requires development and/or activity within or adjacent to a critical area to comply with Monroe Municipal Code Chapter 20.05.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

None. The proposed amendments to the Monroe Municipal Code do not change any existing development regulations. The CTR regulations implement the WA State CTR Efficiency Act, which requires major employers to adopt and implement programs to encourage their employees to use alternative commuting modes to the single-occupancy vehicle.

Proposed measures to avoid or reduce shoreline and land use impacts are:

None.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposed amendments should actually improve traffic congestion by encouraging commuters to use an alternative mode to the single-occupancy vehicle. Again, the goal of CTR is to reduce traffic congestion, air pollution and dependency on fossil fuels by encouraging employees to use mass transit, carpool, vanpool, condensed work weeks, and teleworking.

Proposed measures to reduce or respond to such demand(s) are:

The City of Monroe has adopted a Transportation Plan, which is incorporated into the Comprehensive Plan and addresses current and anticipated demands based on the Land Use Element of the Comprehensive Plan. The Transportation Plan also includes references to the CTR law and includes a list of transportation projects to be completed with various funding sources.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

There are no known conflicts with the proposed amendments. As stated above, the proposed amendments will adopt the 2017 City of Monroe Commute Trip Reduction plan, which was drafted for compliance with the WA State CTR Efficiency Act and in consultation with Snohomish County, other Snohomish County cities, and Community Transit. The CTR Plan will be reviewed by the Puget Sound Regional Council and WA State Commute Trip Reduction Board. The proposed amendments to the Monroe Municipal Code have also been sent to the cited agencies for review.